

GFDL Building Access Requirements

Prepared September 20, 2006 by Stephen F. Mayle

	US Citizen or Lawful Permanent Resident (Green Card Holder)	Foreign National		All
	Security Requirements	Security Requirements	Deemed Export Process	PIV/NOAA Identification Required/ Requirements
Public Seminar	University or Government Issued Identification	University or Government Issued Identification	No	No - GFDL Issued Visitors 24hr Name Tag
Visit (3 or fewer days)	University or Government Issued Identification	<p>At Least 24 Hours in Advance:</p> <p>Scanned Copy of Passport Front Page (the page w/photograph and details) Scanned Copy of Visa (if one)</p> <p>Plus:</p> <ul style="list-style-type: none"> • First and Last name as on passport • Country of citizenship (same as passport issuing country) • Country of permanent residence (same as visa issuing country) • Home Country – currently birth country • Date of Birth • Position (contractor, joint institute collaborator, visitor, or guest) • Program – contractor/collaborator/guest employer or university name • Proposed Arrival and Departure Dates • Description of work or reason for visit • Determination of whether a GFDL computer account is required <p>GFDL Staff Processing Instructions: Use the above material to complete the "FN ERSO MAPS Submission.xls" Workbook. Create a new Worksheet for each visit, rename the Worksheet tab the start date of the visit, such as "yyyymmdd". Make a new file with the worksheet just for that visit and e-mail it along with the copy of the scans to Chad Johnson, Eastern Regional Security Office, w/ copy to Computer Operations. Print out a copy for the GFDL Foreign National Visitor and Guest Files.</p>	<p>Yes for records keeping purposes.</p> <p>GFDL Staff Processing Instructions: Record each visitor in the Quarterly Report to NOAA HQ, file: Foreign National OAR_GFDL_yyyymmdd.xls, which will be sent to Justyna Nicinska at Justyna.Nicinska@noaa.gov.</p>	No - GFDL Issued Visitors 24hr Name Tag daily.
Guest (4-180 days)	<ul style="list-style-type: none"> • Worksheet for Non-Employee • Special Agreement Checks (SAC) OFI Form 86C • Finger Print Cards - two sets (FD-258 for NON-Federal and SF-87 for Federal Employees) <p>GFDL Staff Processing Instructions: Review completed forms to ensure that they are properly filled out and have no missing pieces of information. After review completed, make two copies, one for the person and one for GFDL internal files, and forward the originals to Calvin Daniels, Eastern Regional Security Office.</p>	<p>At Least 30 Days in Advance:</p> <p>Scanned Copy of Passport Front Page (the page w/photograph and details) Scanned Copy of Visa (if one)</p> <p>Plus:</p> <ul style="list-style-type: none"> • First and Last name as on passport • Country of citizenship (same as passport issuing country) • Country of permanent residence (same as visa issuing country) • Home Country – currently birth country • Date of Birth • Position (contractor, joint institute collaborator, visitor, or guest) • Program – contractor/collaborator/guest employer or university name • Proposed Arrival and Departure Dates • Description of work or reason for visit • Determination of whether a GFDL computer account is required <ul style="list-style-type: none"> • Worksheet for Foreign National • Special Agreement Checks (SAC) OFI Form 86C • Finger Print Cards - two sets (FD-258) <p>GFDL Staff Processing Instructions: Use the above material to complete the "FN ERSO MAPS Submission.xls" Workbook. Create a new Worksheet for each visit, rename the Worksheet tab the start date of the visit, such as "yyyymmdd". Make a new file with the worksheet just for that visit and e-mail it along with the copy of the scans to Chad Johnson, Eastern Regional Security Office, w/ copy to Computer Operations. Print out a copy for the GFDL Foreign National Visitor and Guest Files.</p>	<p>Yes, see: http://deemedexports.noaa.gov/sponsor.html</p> <p>Sponsor to complete and sign Appendix B Guest to complete and sign Appendix C Sponsor and Guest to complete form: "NOAA Line Office (LO)/Corporate Office (CO) Endorsement Supplement for the NOAA Sponsor of Foreign National Guests" (NOTE: GFDL must send this to OAR HQ at least 30 days in advance of arrival.</p> <p>GFDL Staff Processing Instructions: Reiew all of the forms to ensure that they are properly filled out and have no missing pieces of information. Fax Appendix B and the Endorsement Supplement to Brian K. Goetzendanner at 301-713-0163. After you receive the signed forms back from Brian, make two copies, one for the person and one for GFDL internal files, and forward the originals to Calvin Daniels, Eastern Regional Security Office. Record each visitor in the Quarterly Report to NOAA HQ, file: Foreign National OAR_GFDL_yyyymmdd.xls, which will be sent to Justyna Nicinska at Justyna.Nicinska@noaa.gov.</p>	No - GFDL Issued Temporary Proximity Card
181 days or more	<ul style="list-style-type: none"> • Worksheet for Non-Employee • OF-306 • SF-85 • Finger print cards (FD-258 for NON-federal and SF-87 for federal employees) <p>GFDL Staff Processing Instructions: Review completed forms to ensure that they are properly filled out and have no missing pieces of information. After review completed, make two copies, one for the person and one for GFDL internal files, and forward the originals to Calvin Daniels, Eastern Regional Security Office.</p>	<ul style="list-style-type: none"> • Worksheet for Foreign National • OF-306 • SF-85P • Finger print cards (FD-258) <p>GFDL Staff Processing Instructions: Review completed forms to ensure that they are properly filled out and have no missing pieces of information. After review completed, make two copies, one for the person and one for GFDL internal files and forward the originals to Calvin Daniels, Eastern Regional Security Office.</p>	<p>Yes, see: http://deemedexports.noaa.gov/sponsor.html</p> <p>Sponsor to complete and sign Appendix B Guest to complete and sign Appendix C Sponsor and Guest to complete form: "NOAA Line Office (LO)/Corporate Office (CO) Endorsement Supplement for the NOAA Sponsor of Foreign National Guests" (NOTE: GFDL must send this to OAR HQ at least 30 days in advance of arrival.</p> <p>GFDL Staff Processing Instructions: Reiew all of the forms to ensure that they are properly filled out and have no missing pieces of information. Fax Appendix B and the Endorsement Supplement to Brian K. Goetzendanner at 301-713-0163. After you receive the signed form back from Brian, make two copies, one for the person and one for GFDL internal files, and forward the originals to Calvin Daniels, Eastern Regional Security Office. Record each visitor in the Quarterly Report to NOAA HQ, file: Foreign National OAR_GFDL_yyyymmdd.xls, which will be sent to Justyna Nicinska at Justyna.Nicinska@noaa.gov.</p>	<p>Yes - Department of Commerce Issued PIV/NOAA ID, see: http://www.osec.doc.gov/osal/HSPD12/HSPD-12Information.htm</p> <p>Applicant to complete PIV Card Training at: http://www.osec.doc.gov/osal/PPT/ApplicantTraining92905c_files/frame.htm</p> <p>When finished, print and then click "submit" for the certificate. Record your "PIV Applicant Number" for future use and e-mail it to Steve.Mayle@noaa.gov</p> <p>On first day, bring Passport OR Drivers License and Birth Certificate or Social Security Card (or other acceptable Form I-9 documents) and bring a copy of the PIV Training Certificate. Also bring the completed Fair Credit Reporting Act Form (found on the PIV webpage at http://www.osec.doc.gov/osal/HSPD12/PDF/FAIR%20CREDIT%20REPORTING%20ACT%20OF%201970.pdf). Use these to complete the PIV Request Form (http://www.osec.doc.gov/osal/hspd12/PDF/CD591103105.pdf).</p> <p>GFDL Staff Processing Instructions: Review completed forms to ensure that they are properly filled out and have no missing pieces of information. After review completed, assemble along with the Worksheet, OF-306, SF-85/85P, and Finger Print Cards and make two copies, one for the person and one for GFDL internal files, and forward the originals to Calvin Daniels, Eastern Regional Security Office. SAVE the ORIGINAL PIV Request Form with the file as we will need to sign it (GFDL and person) when the new card arrives.</p>